

OTE 84-7517

10 DEC 1984

MEMORANDUM FOR: Chief, Career Management Staff, DO

FROM:

Director of Training and Education

SUBJECT:

Request for Replacement for

25X1

25X1

1. [] has been assigned to the Office of Training and Education from EA Reports since September 1983 to assist in teaching the reports segment of the Career Training Development Course (CTDC). His tour will be completed in July 1985. The purpose of this memorandum is to request a replacement for []

25X1

25X1

2. [] plays an important part in the education of the Agency's career trainees. In addition to instructing on the intelligence and operational reporting process and on the importance of these skills to a successful DO assignment, he has become involved in other phases of the course as well and assists in the design and implementation of several blocks of instruction. He also fills an important role as a counselor for those career trainees headed for eventual assignment to the DO as reports officers. We would like all of these functions to continue.

25X1

3. The ten-week CTDC runs four times a year. Two weeks of each course are devoted exclusively to reports instruction. Under the restructured career trainee program, all CTs will have DO interims and thus must have some familiarity with the DO reports process. Projections are for class size to number close to fifty beginning in 1985.

4. We believe it is of critical importance to have a reports specialist assigned to the Career Trainee Division of OTE and trust that you will react favorably to this requirement. We envision a two-year rotational assignment beginning in June 1985, which will allow an overlap with [] during one of the weeks when reports training is being presented.

25X1

25X1

25X11

25X1 DA/D-OTE (6Dec84)

Distribution:

Orig - Addressee
✓ 2 - D/OTE
1 - OTE Registry
2 - CTD